



**Planning Commission, Board of Adjustments,
& Design Review Board**
Staff Report – Tuesday, September 13, 2016 Regular Scheduled Meeting

I. Call to Order / Roll Call:

II. Announcements:

III. Approval of Minutes:

A. August 23, 2016 Planning Commission minutes.

Approval of Minutes:	Staff recommends approving Minutes from the August 23, 2016 Planning Commission Public Hearing and/or Meeting, upon finding they are accurate.
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IV. Public Comment:

A. Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda.

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| a. | At this time, Public Comment will be accepted for items not included as an agenda item. Interested persons have the opportunity to address the Planning Commission and express your opinions on matters that are not on the agenda or not listed as a public hearing item on the agenda. Public comments on any pending application that is the subject of a public hearing at the current or a future meeting may only be made during such hearing. The total time reserved for Public Comment at each meeting is 20 minutes, unless extended by a majority vote of the Planning Commission and each comment is limited to 2 minutes. |
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**Planning Commission, Board of Adjustments,
& Design Review Board**
Staff Report – Tuesday, September 13, 2016 Regular Scheduled Meeting

VI. Planning Commission:

A. Election of Town Planning Commission Vice Chairperson.

BACKGROUND	<p>Heidi Martinez was serving as the Vice Chairperson when she resigned from the Planning Commission, leaving this position vacant.</p> <p>The Planning Commission should consider nominating a member for fill the Vice Chairperson vacancy, by a motion and vote.</p>
RECOMMENDATION	<p>Staff recommends the Planning Commission Chair ask for discussion and nominations for the Vice-Chair position. A nomination should be in the form of a motion, seconded and then voted on.</p> <p>Possible motion consideration:</p> <p style="text-align: center;"><i>"I motion to nominate _____ as Planning Commission Vice-Chair Person for the remainder of 2016"</i></p>

VI. Planning Commission:

B. Recommendations on Filling Vacant Planning Commission Regular and Alternate Member Seats.

BACKGROUND	<p>The Town has received a letter of Interest (attached) to serve as a Planning Commissioner from Greg Giles. Mr. Giles resides at 107 Lewis Street and owns the business located at Eagle Drive.</p> <p>LUDC section 2.5.2.B reviews PC members and eligibility:</p> <ol style="list-style-type: none">1. The Planning Commission shall consist of five (5) regular members and two (2) alternate members, who shall be appointed by the Town Council by resolution. All members shall be either (a) a Town Resident; or (b) an owner of a business located within the Town which business or owner also owns real property within the Town, and which owner is a resident of Archuleta County, (c) the Chair or Co-Chair of the Archuleta County Planning Commission. An owner of a business includes a sole proprietor and the majority owner of a business entity such as a corporation, a limited liability company or a partnership. Non-Town residents shall be limited to two members at any one time.2. The members of the Planning Commission shall serve in such capacity without compensation. The
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**Planning Commission, Board of Adjustments,
& Design Review Board**
Staff Report – Tuesday, September 13, 2016 Regular Scheduled Meeting

	<p>terms of office of the Planning Commission shall be four years.</p> <p>3. The Town Council shall, by resolution, fill vacancies, designate alternate members, and may remove members without cause. The office of any regular member of the Planning Commission shall be deemed vacant if that member misses three consecutive regular meetings, unless the absences are excused by the Chairman. Vacancies may be filled for the unexpired terms only. Members may be reappointed to successive terms without limitation.</p>
ANALYSIS	<p>Mr. Greg Giles lives within the Town Boundary's and thus is an eligible candidate for the planning commission pursuant to LUDC section 2.5.2.B.1.</p> <p>Following a recommendation by the Planning Commission, the Town Council will consider the appointment at their June 15, 2015 meeting.</p>
RECOMMENDATION	<p>The Town Planning Director recommends the Planning Commission consider a recommendation to Town Council regarding the appointment of Greg Giles to the Planning Commission.</p> <ol style="list-style-type: none">1) Approve a Recommendation for Town Council to APPROVE the Appointment of Greg Giles as a regular Planning Commissioner for a 4 year term beginning on July 1, 2015 and ending on July 1, 2019.2) Approve a Recommendation to Town Council to DENY the Appointment of Greg Giles as a regular Planning Commissioner.



**Planning Commission, Board of Adjustments,
& Design Review Board**
Staff Report – Tuesday, September 13, 2016 Regular Scheduled Meeting

VI. Planning Commission:

C. Recommendation Regarding Awarding Comprehensive Plan Update

BACKGROUND	<p>The planning department recently advertised for the 2016 comprehensive plan update. We received 6 proposals.</p> <p>A committee of 7 was formed to review the proposals and included:</p> <ul style="list-style-type: none">a. David Schanzenbaker, Town Council memberb. Don Volger, Mayorc. Peter Adams, Planning Commissionerd. Cameron Parker, Planning Commissionere. Courtney King, Local Architectf. Rachel Novak, Associate Plannerg. James Dickhoff, Planning Director
ANALYSIS	<p>The committee reviewed the submitted written packet responses and selected 4 consultants to interview. After the committee conducted the interviews, it came down to two finalists, SE Group and Sites Southwest. After discussions, the committee's final first choice was SE Group.</p> <p>The committee considered number of factors including:</p> <ul style="list-style-type: none">1) Consultants provided written response to the RFP request.2) Results of reference checks.3) Answers to questions and consultant's presentation during the physical interviews.4) Consultants knowledge of Pagosa Springs.5) Community involvement methodology and approach.6) Consultants team and sub-contractors experience, qualifications and capabilities.7) Consultants proposed timeline and project costs.8)
Action	<p>The Town Council will consider awarding the Comprehensive Plan Update project to one of the consultants on September 22, 2016 during their 5pm meeting.</p> <p>Staff recommends the Planning Commission consider one of the following recommendations for Town Councils consideration.</p> <p>I Motion to:</p>



**Planning Commission, Board of Adjustments,
& Design Review Board**
Staff Report – Tuesday, September 13, 2016 Regular Scheduled Meeting

- 1) Concur with the Comprehensive Plan Review Committee's recommendation of "SE GROUP" to be awarded the Comprehensive Plan Update Project.
- 2) Deny the Comprehensive Plan Review Committee's recommendation and instead recommend

IX. Reports and Comments:

A. Planning Director Report –

Historic Preservation Board (HPB) Update

The next regular HPB meetings will be held on August 24th and September 14th at 5:45 pm in Town Hall.

Planning Commission

The period for accepting letters of intent for a regular and alternative planning commissioners has been extended until August 31, 2016. We had a few individuals interested that have not been able to submit letters of intent within the original deadline date. Letters will be considered at the September 14th Planning Commission meeting and then by Town Council on September 22, 2016.

Historic Water Works Facility

Staff received notification that our State Historical Fund Grant application was awarded in the amount of \$167,000! The restoration and stabilization project will occur in 2017.

Historic Water Works Facility Future Repurposing

The HPB has designated a sub-committee to coordinate a public input work session format regarding the future potential of the Water Works Facility site, including the stone arch bridge. This is being initiated to



**Planning Commission, Board of Adjustments,
& Design Review Board**
Staff Report – Tuesday, September 13, 2016 Regular Scheduled Meeting

ensure a full understanding of the site is considered for potential future repurposing and use of the Town owned site. The information will be valuable as this site is considered in our 2006 comprehensive plan as an opportunity site. The results will be incorporated into the 2016 Comprehensive Plan Update. The Committee will soon announce the first public input meeting.

Rumbaugh Creek Bridge Update

We are expecting final comments from SHF on our construction plans very soon. We will then incorporate the revisions into the plans. We will be having discussions weather to delay the project commencement and advertise both the water works and bridge as one construction project to begin in early spring 2017.

Town to Pagosa Lakes Trail, East Phase Update:

This trail segment project has been awarded to UCAL. CDOT Concurrence is expected soon. The contractor will begin the project within the next 4 weeks.

South Eighth Street Re-construction Project:

Town Council has awarded the project and mobilization is anticipated to begin on August 22 with construction beginning before August 29th. South Eighth Street will be closed between San Juan Alley south to Piedra Street.

Town to Pagosa Lakes Trail, West Phase Update:

We have received CDOT Right-of-Way approval and have submitted final plans to CDOT for final review. We are expecting to receive approval to proceed with advertising for construction bids by August 31, 2016 at which time we will advertise for construction bids.

Harman Park Drive

We have met with members of the Harman Park Association board, to discuss the considerations for the Town's acceptance of Harman Park Drive, Papoose Court and Red Ryder Court into the Town's Road system. Staff hopes to bring considerations to Town Council in the near future.

Mill Creek Road Annexation

Staff is working on the annexation process, currently developing the legal description of the area to be considered for annexation. Local surveyors are very busy currently, thus staff hopes to have the legal ready before the August 18 TC meeting, when TC will consider a petition for annexation.

Comprehensive Plan Update

We have received 6 consultant proposals in response to our RFP for the Comp Plan Update project. We have a 7-member committee reviewing the proposals. Interviews are expected by the end of August with a recommendation presented to the Planning Commission on September 13 and Town Council on September 22.

County / Town Planning and Development Application Review

The Archuleta County Planning Department and Town Planning Department have been working together to ensure each entity receives an opportunity to comment on projects that are occurring with each others planning areas. This has helped ensure continuity between the two entity's and consistency within our



**Planning Commission, Board of Adjustments,
& Design Review Board**
Staff Report – Tuesday, September 13, 2016 Regular Scheduled Meeting

community. With development at its highest point since 2007-2008, the Town Planning Director has reviewed and commented on approximately 12 County Development projects this year.

Smaller Lot Size TC / PC Work Session

The Mayor has asked to conduct the work session on this matter until Town Council fills it's current vacancies.

IX. Reports and Comments:

B. Planning Commission –

Time for Planning Commission Open Discussion, Ideas and Comments.

IX. Reports and Comments:

C. Upcoming Scheduled Town Meetings.

a.

Next Scheduled PC Meetings:

~ Tuesday, September 13, 2016 @ 5:30pm in Town Hall, Regular Meeting

~ Tuesday, September 27, 2016 @ 5:30pm in Town Hall, Regular Meeting

b.

Next Regular Scheduled Historic Preservation Board meetings:

~ Wednesday, August 24, 2016 at 5:45pm in Town Hall

~ Wednesday, September 14, 2016 at 5:45pm in Town Hall



**Planning Commission, Board of Adjustments,
& Design Review Board**
Staff Report – Tuesday, September 13, 2016 Regular Scheduled Meeting

c.	Next Regular Town Council Meetings: ~ Tuesday, September 6, 2016 at 5:30pm in Town Hall ~ Thursday September 22, 2016 at 5pm in Town Hall.
d.	Next Regular Parks and Recreation Board Meeting: ~ Tuesday, September 13, 2016 @ 5:30pm in the Ross Aragon Community Center.